

The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.

2.28.2 Accelerator Division Notification to Users When Working in Experimental Areas

Hand Processed Changes

Approved: Signature on File _____ Date _____
 Collider-Accelerator Department Chairman

C-A-OPM 2.28.2 (Y)

2.28.2 Accelerator Division Notification to Users When Working in Experimental Areas

1. Purpose

- 1.1 This policy describes the process to follow if an Accelerator Division Group plans to work in an experimental area. For example, the Vacuum Group or the Access Controls Group may perform work in the same area where work by users also occurs. While experimental areas are not clearly demarcated, experience shows that areas containing spectrometer magnets, gas mixing areas, counting houses, or particle detectors, are considered by users as the 'experimental area,' and users need to be informed of all hazards and controls created by other groups working in these areas.

2. Responsibilities

- 2.1 The Accelerator Division Group Leaders shall designate Group Supervisors who will be responsible for notifying [liaison engineers](#) on the status of planned work in an experimental area.
- 2.2 Group Supervisors shall be responsible for notifying [liaison engineers](#).
- 2.3 [Liaison engineers](#) shall be responsible for notifying users that work will be performed in an experimental area by members of an Accelerator Division Group.

3. Prerequisites

None

4. Precautions

None

5. Procedures

- 5.1 The Accelerator Division Group Leader or the Supervisor for the Group shall determine if the planned work will occur in one of the following experimental areas:
- 5.1.1 Buildings 1002 (BRAHMS), 1006 (STAR), 1008 (PHENIX), and 1010 (PHOBOS)
 - 5.1.2 Building 912: KOPIO, MECO, NASA Radiobiology, E-Cooling
 - 5.1.3 Building 958: NSRL
 - 5.1.4 RHIC Ring – PP to PP, Jet Target
 - 5.1.5 If work is to be performed in one of these experimental areas, then the Accelerator Division Group Leader or the Supervisor for the Group shall contact the relevant liaison engineer.

5.1.5.1 When notified by an Accelerator Division Group Supervisor, the

liaison engineer shall notify the appropriate Experiment Spokesperson or Experiment Shift Leader that work will be performed in their experimental area. The Experiment Spokesperson or Experiment Shift Leader shall be alerted as to the date and time of the work.

5.1.6 If the liaison engineer is not available, then the Accelerator Division Group Leader or the Supervisor for the Group shall contact the Head of the Facilities and Experimental Support Group (A. Pendzick, x4718).

5.1.6.1 When notified by an Accelerator Division Group Supervisor, the Head of the Facilities and Experimental Support Group shall notify the appropriate Experiment Spokesperson or Experiment Shift Leader that work will be performed in their experimental area. The Experiment Spokesperson or Experiment Shift Leader shall be alerted as to the date and time of the work.

5.1.7 In the case where a liaison engineer or the Head of the Facilities and Experimental Support Group cannot be reached, the Accelerator Division Group Leader or the Supervisor for the Group must ensure that users in the work area are made aware of the hazards and controls associated with the Group's work.

5.1.7.1 Notify the users before the work begins.

5.1.7.2 Alert users about any controls put in place to eliminate hazards.

5.1.7.3 Do not assume one user will notify other users in the area.

5.1.7.4 Locate and notify the person in charge of the collaboration during the period when work by the Group is performed.

6. Documentation

None

7. References

None

8. Attachments

None